

YOUR PERSONAL ACTION BOOK

# Quiet the Anxious Mind

Calm a racing mind and a body stuck on high alert.



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# Your 90 days at a glance

Every goal and its checkpoints on one timeline — so you can see how the next 90 days fit together, not as separate plans.

**DAY 30** **Mind.** Kept a daily 10-minute calming practice for two weeks  
**Health.** Kept a daily 10-minute decompress ritual for two weeks

**DAY 60** **Mind.** Faced one avoided situation instead of dodging it  
**Health.** Held one screen-free evening every week for a month

**DAY 90** **Mind.** Catching and defusing most spirals before they escalate  
**Health.** Notice a calmer baseline on most days

## MID-POINT CHECK-IN · AROUND DAY 45

Halfway through, take five minutes and answer these honestly:

1. **What's actually working?** Do more of it.
2. **What's not?** Shrink it until it's easy, or drop it.
3. **What's the one thing** you'll fix for the second half?

# Turn the volume down on anxiety

*Build daily practices that calm the body and stop thought spirals before they take over.*

## THE CHALLENGE

Anxious, with a mind that won't slow down

## WHY IT MATTERS

A regulated nervous system makes anxious thoughts lose their grip.

## HOW THE PLAN UNFOLDS

**Week 1** Do your first actions and start your keystone habits. The only goal this week is to begin.

**Weeks 2–4** Make the routine automatic and repeatable, working toward: Kept a daily 10-minute calming practice for two weeks.

**Month 2–3** Turn the routine into a result you can point to, working toward: Catching and defusing most spirals before they escalate.

## MILESTONES

**DAY 30** Kept a daily 10-minute calming practice for two weeks

**DAY 60** Faced one avoided situation instead of dodging it

**DAY 90** Catching and defusing most spirals before they escalate

## KEYSTONE HABITS

### Daily calming practice

When I wake up, I will do 10 minutes of breathing or grounding.

### Name the spiral

When my thoughts start racing, I will write the worry down and label it.

## YOUR FIRST ACTIONS

**Learn one grounding technique**  
Pick a single breathing or 5-senses method and practice it daily.

**List your avoidances**  
Write down what you've been dodging, from smallest to scariest.

**Face the smallest one**

Take on the least-scary avoided thing this week to prove you can.

**TRACK IT · FIRST TWO WEEKS**

Check a box each day you do the habit. Copy it for the weeks after.

**Daily calming practice**

**Name the spiral**

**IF-THEN PLAN**

**When** my thoughts start spiraling, **then** I name the worry out loud and take five slow breaths.

**When** I want to avoid something, **then** I do the smallest version of it instead of nothing.

**When** anxiety shows up in my body, **then** I slow my exhale and drop my shoulders before reacting.

## HEALTH

# Lower the baseline stress load

*Build daily recovery so stress stops leaking into sleep, food, and mood.*

### THE CHALLENGE

Stress is wrecking my health

### WHY IT MATTERS

Chronic stress quietly taxes everything — small recovery habits pay it back.

### HOW THE PLAN UNFOLDS

- Week 1** Do your first actions and start your keystone habits. The only goal this week is to begin.
- Weeks 2–4** Make the routine automatic and repeatable, working toward: Kept a daily 10-minute decompress ritual for two weeks.
- Month 2–3** Turn the routine into a result you can point to, working toward: Notice a calmer baseline on most days.

### MILESTONES

- DAY 30** Kept a daily 10-minute decompress ritual for two weeks
- DAY 60** Held one screen-free evening every week for a month
- DAY 90** Notice a calmer baseline on most days

### KEYSTONE HABITS

#### Daily decompress

When I close my laptop for the day, I will do my 10-minute decompress ritual.

#### Breathing reset

When I feel my chest tighten, I will take five slow breaths.

### YOUR FIRST ACTIONS

- Define a shutdown ritual**  
A short fixed sequence that tells your brain the workday is over.
- Schedule one rest block**  
Protect a recurring window that's purely for recovery, not errands.

**Swap one stress-eat trigger**

Pick your most common trigger and pre-decide a better response.

**TRACK IT · FIRST TWO WEEKS**

Check a box each day you do the habit. Copy it for the weeks after.

**Daily decompress**

**Breathing reset**

**IF-THEN PLAN**

**When** I keep checking work, **then** I move my phone to another room for the rest block.

**When** I reach for a stress snack, **then** I drink water and wait 10 minutes first.

**When** rest feels unproductive, **then** I remind myself recovery is what makes the work possible.